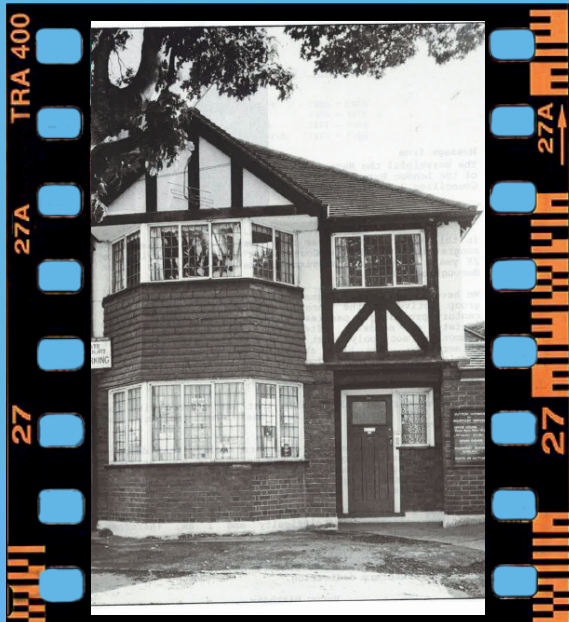


Annual Report

2024-2025



Celebrating 60 years supporting Sutton's
Voluntary and Community Sector

1965
2025

Welcome to this years Annual Report

I feel very proud to be working for Community Action Sutton in its 60th year!

In the past year, like many before, we've seen charities, community and faith groups face many challenges. We've continued to support local organisations helping them to find new funding, demonstrate their impact and establish new working partnerships.

The resilience and positivity of the of the charity sector in Sutton as well as the dedication of many colleagues. It's enlightening to see lots of new and emerging small community groups with aims of supporting local residents.

One of our most important pieces of work this year has been to carry out to commission research into the state of the sector. The research highlighted both the strengths and challenges faced by charities, community and faith organisations. Funding and long term sustainability was the biggest challenges which came out of this research we have focused on what we can do to help.

We have continued to work with charities to bring in external funding (over £200k this year). We have worked to ensure that all local funders know what the situations of charities is and most importantly what they can do to help. This will include working on longer term, funding that covers real costs and simpler more transparent commissioning and contracting processes for charities.

In this year's annual report, we are pleased to share not only highlights from our past year, but we have also put together a short timeline featuring key milestones throughout our 60 years supporting the charity, community and faith sector.

Unfortunately, one of our key projects the Health Inequalities Project came to a natural end. This project was a huge success supporting many residents empowering them to take on community projects and, in some instances, setting up groups to run activities and events for local communities.



We continue to support and administer local grants and funding streams and this year I am pleased to see more small amounts of money available for smaller groups. As we celebrate 60 years of supporting the sector we are also really excited to be celebrating 25 years of the Sutton Community Fund. This fund started as a small grants programme supporting local projects for 1 year and in its first year awarded £20,596. Over the past 25 years the fund has awarded 412 grants totaling nearly £1.4 million.

Another key milestone is our trading arm Creative Payroll Solutions (CPS) celebrating 15 years of supporting charities, small businesses and residents that employ a PA. This is a service that supports charities and when it makes a small surplus, this is donated to support our charitable work.

The Together for Sutton partnership has excelled in its third year with 36,483 contacts made to the service. 250 individuals were also supported during Talk Money Week 2024, which saw the partnership come together to create the biggest Talk Money Week Campaign in the whole of the UK.

In December 2024 I was proud to hand over the keys to Hill House Community Centre. We originally took over management of Hill House to ensure that it stayed as a community asset. Working with local organisation People Arise Now, they took over management of the centre and both the building and activities based within the centre are thriving.

Finally, I want to thank my amazing and talented staff team, their dedication, commitment and support is what makes us the organisation we are and allows us to do the things we do! Finally, I'd like to thank our trustees for their support and guidance.

Simon Breeze

Chief Executive Officer



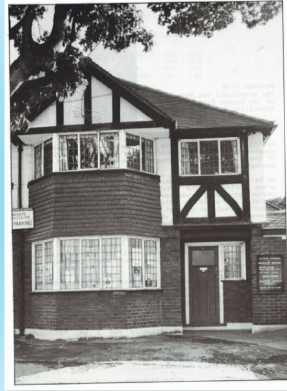
Our Journey...

In 1965 the inaugural meeting of the Sutton and Cheam Council of Social Services (C.S.S) was held. In 1966 the first AGM of C.S.S saw 80 people attend.

Over the years we have gone through many changes, including rebranding and changing our name. We continue to promote, support and help to strengthen the Charity, Community and Faith Sector.

1966

The Sutton C.S.S. moved into 31 West Street



West Street, Sutton

1968

A Voluntary Service Bureau was set up in Wallington - in one of the rooms belonging to Citizens Advice Bureau



Wallington Voluntary Service Bureau

1971

Sutton C.S.S recruited a Field Officer

1971

Cheam and Worcester Park Voluntary Service Bureau opens

1974

SCVS assists with the setting up of the Sutton Community Health Council

1974

The Sutton Council of Social Service becomes the Sutton Council for Voluntary Service (SCVS)



Sutton Centre for Voluntary Service

1976

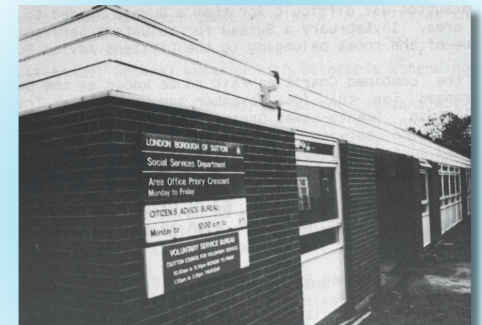
The formation of the Finance and Advisory Committee, a subcommittee of SCVS

1978

Carshalton Voluntary Services Bureau was established at 'The Lodge, Honeywood Walk, Carshalton, Surrey



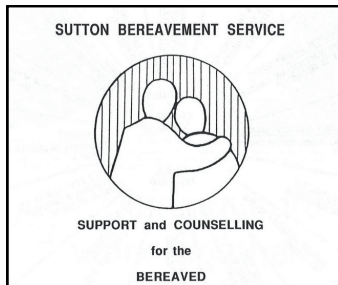
Carshalton Voluntary Services Bureau
The Lodge, Honeywood Walk, Carshalton



Cheam and Worcester Park Voluntary Service Bureau, Priory Crescent, Cheam

1982

Setting up of Sutton Bereavement Service



1986

SCVS celebrated 21st Anniversary



1990

SCVS celebrated 25 years of supporting Sutton's voluntary sector



25th Celebrations

1990

SCVS began providing a payroll service in 1989/90

All in a day's work

THE 21st anniversary year of the Sutton Council for Voluntary Service has been marked by activities as diverse as giving fresh food to needy families at Christmas to delivering a set of false teeth.

The Council, formed in 1964, hot on the heels of the London Borough of Sutton, exists to co-ordinate the many and varied voluntary schemes and organisations that exist in the borough.

In its Annual Report, the Council describes some of the activities undertaken by some of the affiliated groups.

It was the Carshalton Voluntary Services Bureau that distributed food parcels to the elderly and hard-up at Christmas.

Their other activities included planning the building of a City Farm, in Middleton Road, and arranging holidays for disabled people.

The North Cheam Bureau managed to meet the ever-increasing demand for

new volunteers by organiser Frances Watt standing in the car park of Sainsbury's recruiting new helpers.

Forty one of the 123 newcomers to the North Cheam and Worcester Park Bureau were signed up this way.

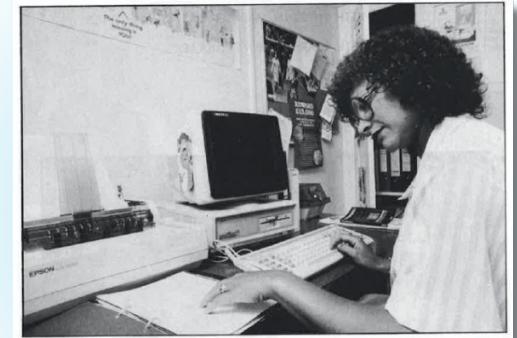
The new volunteers were called upon to do everything from fitting locks and draught excluders to elderly people's homes, to delivering the false teeth.

One of the more exciting moments during the years came during one of their regular Open Lunches, when a bomb scare at a neighbouring building caused the police to confine them to the hall until the 'all clear' came through.

Anyone wishing to get involved with voluntary work in the Borough can either contact the Council on 643 3277, or call at their offices at 31 West Street, Sutton, between 10 am and 4 pm Monday to Friday.

1987

Entering the world of technology—the first computer was installed at West Street



First computer being used at West Street

1995

SCVS moves to Unilink House



Unilink House, Burnell Rd, Sutton

1992

First production of the Directory of Voluntary Organisations

1993

First service level agreement with Sutton Council

1997

SCVS becomes a Company Limited by Guarantee

2000

Sutton Community Fund launched



Launching the Sutton Community Fund

2003

SCVS website launched



2004

Granfers Community Centre officially opens



Granfers Community Centre, Oakhill Road, Sutton

2005

Sutton Centre for Voluntary Services changes name to Sutton Centre for the Voluntary Sector



2005

SCVS celebrated 40 years of supporting Sutton's voluntary sector



40th celebrations

2010

2010 Creative Payroll Solutions (CPS) Ltd was established as an independent Company Limited by Guarantee and a trading subsidiary of SCVS



2013

The first Sutton Trustee of the Year Award was awarded to Muriel McIntosh



Muriel McIntosh

2013

2013 sent our first e-bulletin

2013

Healthwatch Sutton Launched



2015

SCVS celebrates 50 years of supporting the voluntary sector in Sutton



50th Celebrations

2015

The Trustees of the Year Award was renamed to the Sue Robson Trustee of the Year Award



Sue Robson

2018

SCVS was renamed and rebranded as Community Action Sutton in 2018.



Community Action Sutton
Building Stronger Communities

2019

Community Action Sutton took over the management of Hill House



Bishopsford Rd, Carshalton

2022

Launched the Together for Sutton partnership and Single Point of Access for Sutton Residents



Information | Advice | Support | Advocacy

2024

Community Action Sutton handed over the management of Hill House to People Arise Now



2020

Setting up a triage service with Sutton Council in response to COVID

2025

Sutton Community Fund has been going for 25 years

2020

A Food Hub was set up at Hill House in partnership with Sutton Council



Food Hub at Hill House

Looking forward to another 60 years

Our Year in Numbers



306

Members

211



E-bulletins
sent

E-bulletins were
opened



4045
times

E-bulletin links
were clicked



1883
times

81%

Find our
e-bulletins
extremely or
somewhat useful

We supported

93



Organisations

202K



Brought into the Borough
through external funding

34



Groups signed up to
easyFundraising
through our link

Our members rate
our support as



4.4 out of 5

We carried out

35



Funding Searches

43K



Unique website visits

37K

Followers



Across all social media channels

930

Posts

We supported

42



Groups with
community
accountancy

170

Payroll
Clients



1315

Payslips
produced



62



Pension contributions sent
on behalf of clients

Supporting Organisations

During 2024/2025 we continued to support charities, community and faith groups enabling them to grow to continue to support the residents they work with. Throughout the past year we have seen an increase in groups requesting support with setting up as a Charitable Incorporated Organisation and/or a Community Interest Company.

Over the past year we have worked with 93 organisations. We supported 68 of those organisations with specific concerns around governance and funding. We have also been actively encouraging collaborative working and have been supporting joint projects. We helped organisations to engage with others and foster strong partnerships. We have also continued to raise the profile of local organisations to ensure they are seen and heard.

Our community accountancy service continues to provide a low cost, easily accessible accountancy service for charities, community and faith groups to make them more stable and sustainable. Over the past year the team has worked with 42 groups ensuring they have proper financial procedures in place and comply with legal requirements. Our team can also assist with preparing year-end accounts and conducting independent examinations.



93 
Organisations supported

35 
Funding Searches

42 
Groups supported with community accountancy

Celebrating 15 Years of Creative Payroll Solutions (CPS)

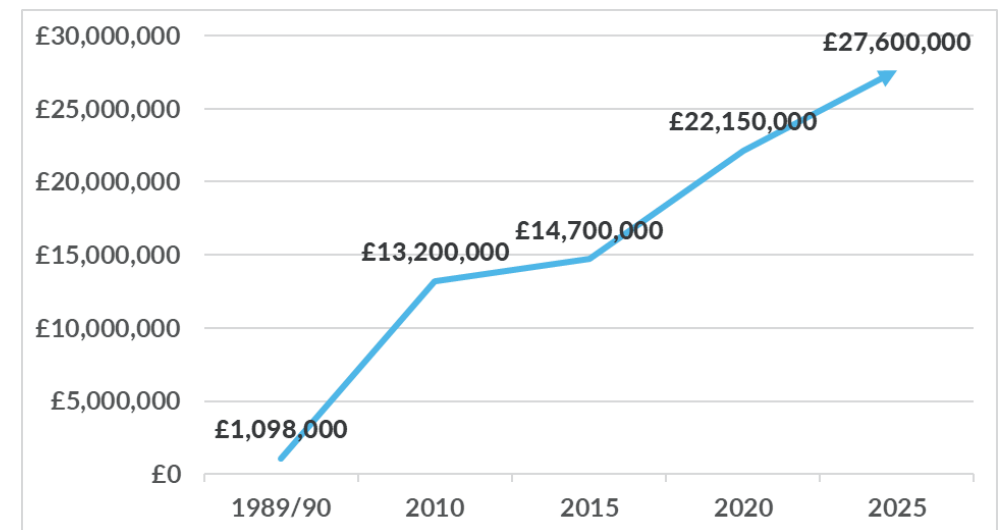


SCVS began providing a payroll service for Voluntary sector organisation in 1989/1990, with a value of clients payroll processed to the tune of £1.98m. The service grew over time and in 2010 was established as an independent Company Limited by Guarantee and a trading arm of Community Action Sutton called Creative Payroll Solutions.

Over the 15 years the service has produced approximately 200,000 payslips starting out as printed and moving to electronic in 2017.

In 2024/2025 over 170 organisations, businesses and individuals employing a PA use the payroll service with employee numbers ranging from just a single employee to organisations with over 80 employees. In the past year the payroll service has produced an average of 1315 payslips per month and submit pension contributions on behalf of 62 clients.

We're pleased to see the value of clients payroll processed growing, and over the 15 years this has grown to **£27,600,000**



170



Payroll Clients

2024 - 2025

1315



Payslips produced

62



Pension contributions sent on
behalf of clients

Fundraising Support

202K 

Brought into the
Borough through
external funding

Funding for charities is more competitive than ever and during the past year we have carried out 35 funding searches. We support groups to find the right funding opportunities and assist with applications as well as partnership bids. We also administered a number of different grants.

Innovation and Pilot Fund (Previously Innovation Fund)

In 2024 we changed the name of the Innovation Fund to Innovation and Pilot Fund and reviewed the criteria. The unique application process where groups were asked to submit a short video as part of their application remained.

In September 2024 7 groups applied and 5 groups were successful in securing funding. The total amount awarded was **£136,242**

Sutton Charity Cost of Living Fund

In 2024 we administered Sutton Councils Charity Cost of Living Fund. A total of £200,000 was available for groups to apply for.

13 groups submitted expressions of Interest. 5 groups were successful with their bids and a total of **£197,994** was awarded.

Sutton Council Cost of Living Food Support Grant

In January 2025 we administered Sutton Councils Cost of Living Food Support Grant. This was a small grants programme aimed at helping residents with the cost of living. Grants of £500 were awarded to 18 organisations. A total of **£9,000** was awarded to groups

NHS South West London Winter Engagement Fund

In Autumn 2024 NHS South West London launched its Winter Engagement Fund and we provided the administration.

Grants of up to £500 were awarded to help local organisations talk to communities about winter health and wellbeing including how to use the NHS App.

22 applications were put forward for moderation and 21 were approved totalling **£10,331.49**.

A total of 64 events/activities took place between November 2024 and January 2025.

MOPAC (the Mayor of London's office for Policing)

In 2024/2025 Sutton received funding from MOPAC to support a number of projects in the Borough.

The amount available to allocate was **£13,744**.

11 applications were received and the Sutton Safer Neighbourhood Board shortlisted 5 to put forward for consideration by MOPAC. All 5 were approved.

We provide administration for this Fund.

35 
Funding Searches

Celebrating 25 Years of Sutton Community Fund

Sutton Council launched Sutton Community Fund in 2000 and provide a pot of money each year to be distributed in the form of grants for up to 1-year projects. We have administered the fund since its inception. In it's first year **£20,596** was awarded to groups and organisations operating within the London Borough of Sutton.

In 2024/2025 there was one round of the Sutton Community Fund in October 2024. 20 applications were considered by the independent Panel totalling £69,782.30 and 15 were successful in receiving funding totalling **£50,285.30**.

Throughout the 25 years, the fund criteria has changed and evolved to meet the needs of the local community. Starting as a small pot, where groups could apply for up to £2,000. In 2011 groups were able to apply for up to £10,000 and in 2019 this was reduced to £5,000.

Since the launch in 2000 the Sutton Community Fund has awarded 412 grants totalling **£1,473,080** when adjusted for inflation would be **£1,930,605**.

There was a brief pause in 2020 due to the COVID pandemic but the Sutton Community Fund pot was added to other monies that supported the Crisis and Rebuild Fund to support organisations directly affected by the pandemic. **£167,000** was awarded to 27 organisations through this fund.

In 2022/23 the Sutton Community Fund ran a Microgrants programme for grants up to £1,000 and 18 grants were awarded funding totalling **£17,000**.



Over 25 years

£1,473,080

has been awarded to

412

*Charities, Community and
Faith groups, supporting
residents in Sutton*

Advocating for the Voluntary and Community Sector

We represent and strengthen the voice of local voluntary sector organisations in Sutton. We facilitate several meetings, forums and networks that provides groups with the opportunity to share information, receive updates, and give feedback on local plans and policies.

In the Autumn of 2024, working in partnership with Volunteer Centre Sutton, we commissioned a consultant to carry out research into the state of the voluntary and community sector in the London Borough of Sutton.

Over 100 organisations took part either by responding to questionnaires or speaking directly with our consultants.

The findings reveal both the strengths and challenges faced by charities, community and faith organisations who work tirelessly for our communities. The research has provided valuable Sutton specific evidence to support efforts to outline the perilous nature of charity finances and what steps public sector bodies, especially the NHS can take to provide support.

As a result of this research, we have been able to build a picture of the support needed and how we can deliver this. In response to some of the challenges outlined in the report we have set up a Charity and Public Sector Forum (this replaces the old Voluntary Sector Compact).

The aims of the forum are to improve communication and tangible joint working between charities and the public sector. The first meeting took place in December 2024 and since then we have been working together to create a framework document that outlines how we can best work together and trying to better understand our respective challenges and priorities.

There are **558** charities, community and faith groups in Sutton

For all organisations with a registered address in Sutton **201** work ONLY in Sutton

79% are registered charities



Inspiring collaborative working

In its third year the Together for Sutton (TfS) partnership collectively brought in a total of **£4,217,695** to the Borough (across the partnership organisations). This money was in the form of unclaimed benefits and grants that residents are entitled to but not currently claiming.



36,483 contacts were supported by the service throughout 2024/2025. This not only shows the level of demand seen in the Borough but also highlights the value of the TfS partnership and its collaborative approach throughout a worsening climate.

In November 2024 the TfS partnership came together to create the biggest Talk Money Week campaign in the whole of the UK. Working with Money Helper over 250 individuals were supported throughout the week.

#DoOneThingSutton



Sutton's collective effort was remarkable; I attended a couple of the events and enjoyed meeting local people who were appreciative of the opportunity to meet local support organisations and personnel. It was great to see people learning about financial and practical support opportunities that would improve their financial wellbeing and receiving information that helped relieve concerns about money topics that can be confusing and alarming. Well done to everyone who got involved and got Sutton talking about money!

Victoria Copeland, Regional Partnership Manager - London West, Money & Pensions Service.

Supporting Communities

Handing over a Community Asset

In 2019 we took over the management of Hill House Community Centre to ensure it remained a community asset, to develop it and pass it on to another organisation. Due to the COVID pandemic and various other factors this became more challenging than anticipated. In 2024 work was carried out to identify an organisation and People Arise Now expressed an interest.

Following this work was done to support them to take on the centre and to develop a robust business plan. Given that they are such a dynamic and effective organisation this was achieved and in December 2024 they took over management of the building and associated projects.



Supporting residents through our Health Inequalities project

The aims of our Health Inequalities Project (which has come to a natural end) were to work with local groups and residents to identify community led responses and shape ideas into projects which would support local communities. A flavour of the projects and development work can be seen below.

Shanklin

Work continued with the resident's association and the local Muslim community, linking them with local services and the family hub. A talk on menopause was held in partnership with Sutton Mental Health Foundation, specifically for local South Asian Groups.

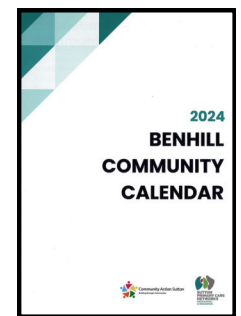
St Helier

Community development continued with various groups including developing Tamil Groups from supporting the Tamil School to develop projects and seeking funding to set up the Tamil Heritage Group.



Benhill

In September 2024 the second Benhill Community Fun Day was held, with over 150 residents attending. The new Benhill Community Calendar was also published.



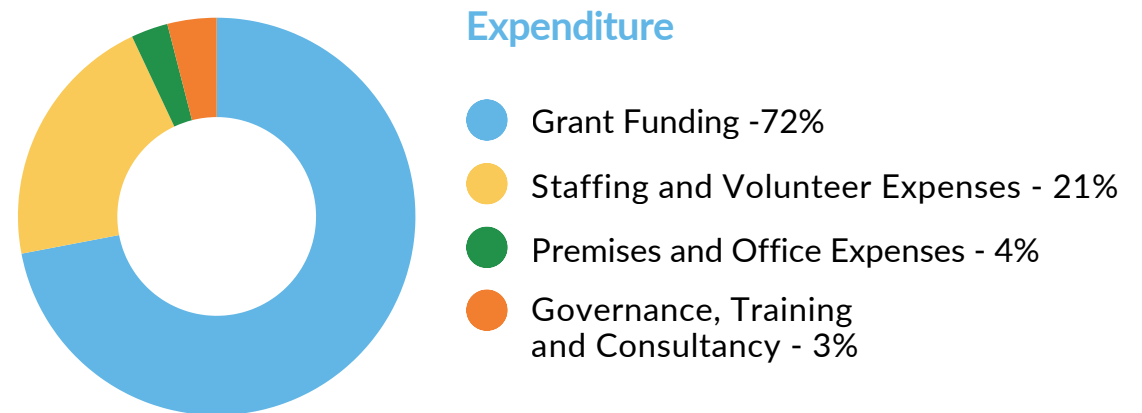
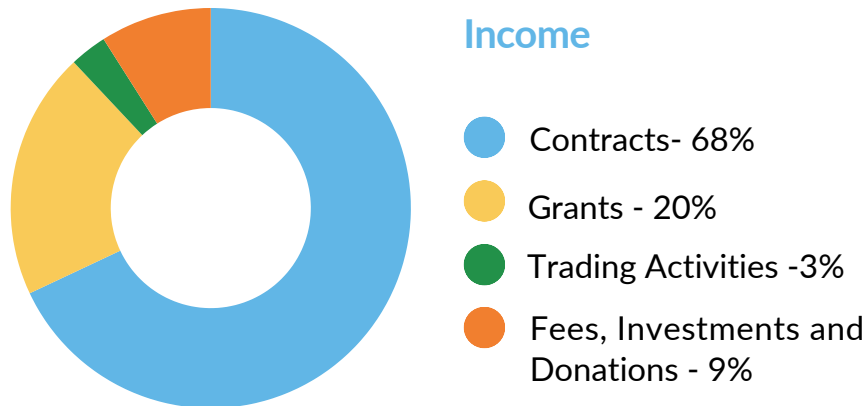
Roundshaw

Work continued to support the Wallington Integrated Neighbourhood Team (INT) to create and promote the new Dementia Café at St Paul's Church, other initiatives included a Men's walking group setup by the INT.

Our Finances

As at 31 March 2025, Community Action Sutton held £1,757,383 in unrestricted and restricted funds. £1,207,420 of which is the Sutton CCG Charitable Fund. An explanation of these funds is shown in a separate document, available upon request.

The total value of unrestricted funds held by Community Action Sutton as at 31 March 2025 stands at £478,814. The total value of restricted funds held by Community Action Sutton stands at £1,278,569. These are funds overseen by Community Action Sutton relating to specific projects and are accounted for separately, as required by the Statement of Recommended Practice (SORP). A full schedule of the restricted funds controlled during the year is shown in the Financial Statements



Our Trustees and Staff Team

Staff Team

Simon Breeze - Chief Executive Officer
Jackie Parr - Executive Support Manager
Sara Thomas - Marketing & Events Officer
Lorraine Davies - Team Administrator
Razia Sattar - Head of Partnerships, Impact and Equality
Jubee Mathews - Community Development Officer
Alex Towers - Community Development Officer
Kate Lawman - Together for Sutton, Contract Manager
Karen Leung - Hill House Community Centre Manager (Until Dec 24)
Richard Stone - Hill House Community Garden Lead (Until Dec 24)
Dunstanette Kuti - Head of Finance
James Poon - Community Accountancy Officer

Trustees

Jenny Sims - Chair
Laurence Imrie - Vice Chair
Amie Stace - Treasurer (until March 2024)
Vanessa McCain
Polly Persechino
Louise Kelly
Bob Harrison

Healthwatch Sutton

Pete Flavell - Chief Executive Officer
Colin Wilson - Communications, Engagement & Projects Officer (until June 2024)
Sam London - Communications, Engagement & Projects Officer (from December 2024)
Andrew McDonald - Health Engagement & Projects Officer
Alyssa Chase-Vilchez - SWL Healthwatch Executive Officer
Iyinoluwa Oshinowo - SWL Healthwatch Engagement Coordinator

Creative Payroll Solutions (CPS)

Karen Adorjan - Payroll Officer
Tina Green - Payroll Assistant
Thayalini Sritharan - Payroll Assistant

Information on how we support Charities, Community and Faith Groups

We offer a range of support to charities, community and Faith groups.



Policies and procedures

We can help to ensure that groups can run safely and professionally, ensuring they have robust systems in place to run effectively and legally.

Monitoring and evaluation

We can support charities to ensure they have good practices in place to monitor and evaluate their work, with an emphasis on demonstrating impact.

Board and committee management

We can advise on good governance including roles and responsibilities and financial management.

Trustee development

We can support upskilling new and existing trustees to ensure they have the tools to represent and move your charity forward.

Representation

We can advocate with decision makers on behalf of charities. Ensuring that charities are considered and properly supported by decision makers.

Training opportunities

We can support charities and small groups to access affordable and relevant training to support their staff and volunteers.

Community Action Sutton is a local Charity which aims to promote equality and diversity and positive change for communities in the London Borough of Sutton.

We work with any charities or community groups that are based or work in Sutton. This could be a large professional charity with an annual turnover of over £1m or a small friends of parks group run by volunteers.

Our offer includes information, advice, guidance and practical support.

Setting up a Charity, CIO or similar

We can help guide groups through the Charity registration process.

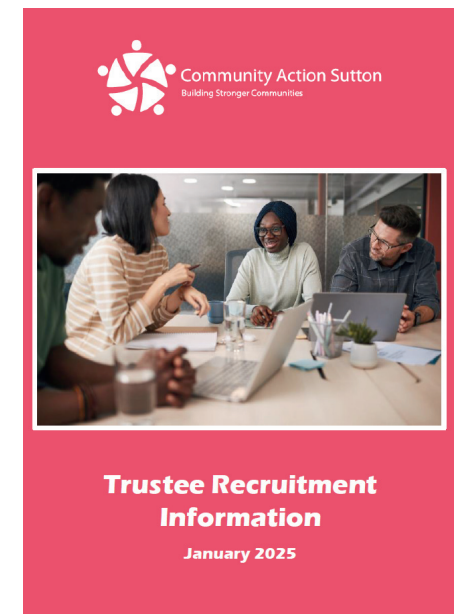
We do not submit applications to the Charity Commission on behalf of groups.

Funding searches and partnership bids

We can carry out funding searches and guide groups through the funding process and give advice on what to include in applications.

We do not write or submit funding applications on behalf of groups.

enquiries@communityactionsutton.org.uk



SETTING UP A CHARITY

Are you confused about what structure you need to set up and need some help and guidance?

We can support you.

Setting up a new Charity can be exciting and daunting at the same time. We are here to support and guide you through the process.

Along with choosing a name and finding Trustees you will need to choose a legal structure, this will be about deciding how your group will be run, how decisions will be made and how formal your organisation will be.

Many small, volunteer run groups need a fairly informal structure which doesn't require lots of work to set up or maintain. However depending on what you want to do, where you want to get funding from, and how you want to grow your organisation we can help you decide which structure to work towards and set up.



CHARITY GOVERNANCE

We can support you with your charity's governance ensuring your organisation has strong leadership and accountability

Our team offers expert advice and guidance on:

- ✓ Roles and Responsibilities
- ✓ Policies and Procedures
- ✓ Risk Management
- ✓ Board Development
- ✓ Financial Management
- ✓ Reporting Requirements



FUNDING SUPPORT

Do you need help looking for funding?

We can help support you to get the funding you need, we offer the following support free of charge.

- ✓ **Funding searches** - we can search our database of over 2000 charitable funders
- ✓ **Funding applications** - we can get you started with your funding application, we offer basic advice and guidance
- ✓ **Fundraising strategies** - we can advise you on how to go about developing a fundraising strategy



Steps to setting up a Charity or Charitable Incorporated Organisation (CIO)

- ✓ Pick a name for your Charity, check and/or make sure there isn't already a charity set up using that name.
- ✓ Find Trustees that will help support the charity making sure they have the skills, experience and knowledge your charity needs.
- ✓ Choose a structure for your charity think about who will run it and whether you will employ people and what your charity will do.
- ✓ Create your governing documents, this will tell you how your charity will be run. The governing documents you need will depend on the structure you choose.
- ✓ Register your charity with the Charity Commission.

We can help you every step of the way, contact us today to speak to someone about setting up your new Charity

Contact Us

- ☎ 020 8644 2867
- ✉ enquiries@communityactionsutton.org.uk
- 🌐 www.communityactionsutton.org.uk

Charity governance refers to the systems and processes that ensure a charity is effectively managed and operates in line with its charitable objectives.

Governance is the board's responsibility and good governance is vital for the success and sustainability of any charity.

- Do you need help with understanding the different roles and responsibilities within your board?
- Do you have robust systems in place to ensure operational effectiveness and accountability?
- Are you up to date with the legal and regulatory requirements of running a Charity?

We can advise and support you every step of the way, contact us today about governance for your organisation

Contact Us

- ✉ enquiries@communityactionsutton.org.uk
- 🌐 www.communityactionsutton.org.uk

We also offer tailored consultancy services including;

- ✓ Advanced (refined and more detailed) funding searches
- ✓ Support to write your funding bid/proposal (Please note - this excludes local authority tenders)
- ✓ Developing and writing your fundraising strategy
- ✓ Developing and writing a joint working agreement when submitting a joint bid
- ✓ Costing your proposal and setting your budget

We can advise and support you every step of the way.

Contact us today to speak to someone about funding for your organisation today

Contact Us

- ☎ 020 8644 2867
- ✉ enquiries@communityactionsutton.org.uk
- 🌐 www.communityactionsutton.org.uk

Granfers Community Centre, 73-79 Oakhill Road, Sutton, SM1 3AA

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enquiries@communityactionsutton.org.uk

www.communityactionsutton.org.uk

Company limited by guarantee no: 03336660

Registered charity no. 1063129 (registered in England & Wales)

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